



# Conditions of Enrolment

1. All initial Applications are processed within the School's Enrolment Policy and must accompany the **non-refundable Application for Admission Fee of \$220.**
2. Full disclosure of any special circumstances relating to the applicant including but not limited to known medical conditions, special gifts or talents, special needs, psychological test results or English as a second language must accompany the application. Non-disclosure may result in the application/enrolment being cancelled.
3. Prior to entry and an offer being made, all prospective students and their parents/guardians must attend an interview with the Principal or Member of the Senior Management Team.
4. An offer of enrolment is subject to and conditional upon the parents'/guardians' acceptance of the School's Conditions of Enrolment and by way of confirmation, payment of the Enrolment Bond of \$1250 per child. This confirmation is required within 30 days or prior to commencement at the School, whichever comes first, to secure the position. This Bond is refundable providing all conditions of enrolment are met (refer clauses 9 & 10). **However, in the event the Enrolment Bond has been paid and the position is not taken up, the Enrolment Bond will be forfeited (refer clause 10).**
5. Fees are subject to alteration by the School from time to time. Notice of any such alteration will be given in advance.
6. Tuition Fees and associated costs are payable on the first day of Term, or as otherwise agreed with the School. Fees not paid by the due date are liable to incur recovery costs. Students for whom charges remain unpaid by the 2nd week of Term, without special arrangements in place are required to contact the Bursar. Failure to do so will compromise the student's place and may result in the enrolment being withdrawn.
7. The default in the payment of fees or other charges will render the parent or guardian liable to legal action for recovery of the unpaid fees and other charges including debt recovery costs and legal fees.
8. No remission of fees is allowable in the event of absences from the School.
9. A full Term's notice, in writing, to the Principal is required to be given by the parents before a student leaves the School, and if a parent intends to withdraw a child on the last day of a particular Term, then notice would have to be given at the start of the Term. In default of such notice, the Enrolment Bond will be forfeited.
10. The Enrolment Bond is refundable given these Conditions of Enrolment are met. Written application has to be made to the Principal, within 6 months of the student leaving the School, to receive the Bond. Part or all of the deposit may be retained to offset any outstanding monies owing to the School. Any Bond not claimed within these 6 months will be gratefully accepted as a donation to the School's Building Fund and a tax invoice will be issued. **The bond is NOT refundable where a position has been accepted but not taken up.**
11. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.
12. The student abides by the School Regulations and conforms to the disciplinary authority of the Principal and those to whom authority may be delegated.
13. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory.
14. Parents/Guardians agree only to access the School through the School's Administration Office and to observe School security procedures for the protection of students from direct contact with those outside the School during school hours.
15. Exclusion from the School
  - a) If the Principal, or any person with delegated authority of the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Principal may exclude the student permanently or temporarily at their absolute discretion
  - b) If the School Board or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the School Board or the Principal may require the parent to remove the child from the School



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c) The School will only exercise its powers under this clause to exclude a student permanently if it has provided the student and the parents or guardians of the student with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond

No remission of fees will apply in relation to any of the above cases.

16. Except in the case of illness, misadventure or circumstances beyond their control, a student must be in attendance on all days, on which the School is open, unless an "Exemption from School Attendance" has been completed and permission granted in advance. All absences, with the exception of approved exemptions, require an explanation and consent in writing from a parent or guardian within 7 days of the absence. Prolonged absence from School without reasonable explanation may compromise the enrolment.

17. Parents/guardians are reminded of their responsibility to notify the School of a change in address or circumstances, including a change of address, email and phone contacts.

18. It is a requirement that both parents sign the Enrolment Application and Conditions of Enrolment. In the case of a sole parent, a written understanding of the situation is required and in the case of parenting orders being in place, a copy of such orders are to be submitted to the School with the application.

19. If a student needs urgent hospital or medical treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, the School is authorised to give permission for such treatment. The School, its employees and agents are indemnified in respect of all costs and expenses arising directly or indirectly out of such treatment.

20. The Conditions of Enrolment may be amended in the absolute discretion of the School Board provided not less than two Terms notice is given and the conditions take effect from 1 January in the following year.

21. The above outlines the current Conditions of Enrolment, however, these Conditions may change and parents/guardians will be advised of the Conditions in place at the time of acceptance of a position and those Conditions will be binding.

**These Conditions of Enrolment are to be signed and endorsed, only in the case of completing the Application for Enrolment.**

**I/We have read and agree to the Conditions of Enrolment as stated above for the student named below.**

**I/We understand that, upon an offer and acceptance of a position at the School, I/We will be required to accept and sign the Conditions of Enrolment at the time of acceptance of that position.**

Student Name: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
(Please print your name above)

Signed: \_\_\_\_\_  
**1. Parent/Guardian**

Dated: \_\_\_\_\_



Parent/Guardian \_\_\_\_\_  
(Please print your name above)

Signed: \_\_\_\_\_  
**2. Parent/Guardian**

Dated: \_\_\_\_\_

